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**From:** Gahner, Pamela [gahner.pamela@epa.gov]  
**Sent:** 5/15/2020 10:09:25 PM  
**To:** Martinson, Mathew [martinson.mathew@epa.gov]  
**Subject:** RE: Briefing to OW Leadership

Mat,

HQ has their own form that their schedulers use, it is also located on the ORA home page just labeled *HQ Internal Meeting Request form*. I would then email that to the HQ schedulers for scheduling.

Pam

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**From:** Martinson, Mathew <martinson.mathew@epa.gov>  
**Sent:** Friday, May 15, 2020 3:04 PM  
**To:** Gahner, Pamela <gahner.pamela@epa.gov>  
**Subject:** Re: Briefing to OW Leadership

Pam,

It is a brief that HQ has requested of the RA and Dan. I'm aware of our process for Chris. I'm totally unclear on what to do here. Is it the same form?

Thank you for the guidance.

Mat

Sent from my iPhone

On May 15, 2020, at 2:57 PM, Gahner, Pamela <gahner.pamela@epa.gov> wrote:

Hi Mat,

Is this a Headquarters briefing or a R10 briefing?

HQ briefings have their own process for scheduling as these come from the most Senior calendar. Both the *HQ Internal Meeting Request form* and the *R10 ORA Meeting, Briefing or Event Request form* are located at

**SharePoint link**

The process is outlined here and the documents ensure we have all the details we need for scheduling, this has been the process in Region 10 for several years.

Stay Healthy Everyone!

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<image004.png>

**Pam Gahner**  
Executive Assistant  
Office of the Regional Administrator  
U.S. EPA, Region 10

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**From:** Martinson, Mathew <[martinson.mathew@epa.gov](mailto:martinson.mathew@epa.gov)>  
**Sent:** Friday, May 15, 2020 2:45 PM  
**To:** Gahner, Pamela <[gahner.pamela@epa.gov](mailto:gahner.pamela@epa.gov)>  
**Cc:** Opalski, Dan <[Opalski.Dan@epa.gov](mailto:Opalski.Dan@epa.gov)>; Davies, Lauris <[Davies.Lauris@epa.gov](mailto:Davies.Lauris@epa.gov)>; Kenknight, Jeff <[Kenknight.Jeff@epa.gov](mailto:Kenknight.Jeff@epa.gov)>  
**Subject:** Briefing to OW Leadership

Good Afternoon Pam,

The Principle Deputy Assistant Administrator for Water (Anna Wildeman) has requested an advisory briefing on the Region's efforts related to the Lower Umatilla Basin Groundwater Management Area. Dan Opalski and the RA have connected about setting this up, and I'm coordinating for the team involved. Will you reach out to Anna Wildeman and David P Ross to set-up on behalf of the RA/DRA?

I will be sending a briefing document, through Dan Opalski likely on Monday.

The list of invited participants include:

For R10:

Chris Hladick, Michelle Pirzadeh, Dan Opalski, Lauris Davies, Tony Barber, Mat Martinson, Jeff Kenknight, Peter Contreras, Cara Steiner Riley, Clarke Thurmon.

HQ:

David P Ross, Anna Wildeman

Thank you,  
Mat

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<image001.png>

Mathew J. Martinson, P.E., BCEE  
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